

# V A C A N C Y

## Manager: Supply Chain Management

**Location: Head Office, Pretoria (Reference: PPSA 03/01/2024)**  
**All inclusive package per annum: R811, 560.00 – R952, 485.00**

### Requirements:

A National Diploma/B Tech or a three year B Com degree or equivalent qualification in Finance/ Supply Chain Management/Purchasing Management/Logistics/Public Management • Five (5) years' working in the area of Supply Chain Management • Three (3) years Middle/Junior Management experience Knowledge of Project Management, PFMA, PPPFA, B-BBEE and Treasury Regulations pertaining to Supply Chain Management and Procurement • Adequate computer literacy • A valid driver's license • Report writing skills.

### Competencies

Sound negotiation, numerical and computer skills (MS Word, MS Excel, PowerPoint and Outlook) • Excellent communication, analytical, attention to details, facilitation and presentation skills • Diplomacy and good interpersonal relations, planning and organising skills • Ability to act independently and in a team. Ability to work under pressure to meet tight deadlines and self-starter.

### Key responsibilities:

Reporting to the Senior Manager: Supply Chain Management, the preferred candidate will be responsible for the following • Overseeing all functions of the Supply Chain Management Unit • Assist in developing and improving /updating systems, policies and procedures in respect of Supply Chain Management • Ensuring compliance with legislative prescripts and regulations • Liaising with Internal and External Auditors to ensure institutional accountability on Supply Chain Management matters • Managing relationships with strategic suppliers to obtain procurement value and ensuring continuity in the supply of goods and services • Monitoring of all requests submitted through PPSA financial system including ad-hoc requests to ensure that they are finalized • Monitoring quotations and approving purchase orders on the PPSA financial system • Monitor processes to enable that invoices are paid within 30 days. • Giving guidance and training on Supply Chain Management requirements • Reporting on the general effectiveness of the implementation of Supply Chain Management • Providing administrative support and advise to Bid Committees and managing the administrative process of acquiring goods and services in the office • Managing all activities pertaining to requests proposals and bids • Providing support to the Senior Manager: Supply Chain Management and the Chief Financial Officer on Supply Chain Management matters • Managing the development of subordinates and their daily responsibilities.

**Enquiries: Ms. Minah Molokomme on tel. (012) 366-7144**

**Note:** All appointments will be done in terms of the Public Protector Act and a 12-month probation period which maybe extended to 18 months will be applicable. The successful candidates will be expected to sign the secrecy declaration form and a performance agreement within 2 months of accepting the position.

***A successful candidate will have to undergo security clearance and vetting.***

The Public Protector South Africa reserves the right not to fill the vacancies.

Applications must be accompanied by a covering letter with a detailed CV, 3 contactable references, recently certified (within 6 months) copies of qualifications (matriccertificates, certificates of qualifications), a valid Driver's License (where required) and ID document.

Applications not complying with the above will be disqualified. Correspondences will be limited to the short-listed candidates. Should you not be contacted within 2 months, please consider your application to be unsuccessful. The Public Protector South Africa is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representivity (race, gender and disability).

**Preferences** will be given to the candidates whose appointment or promotion meets the requirement for Employment representivity in the institution.

**Please direct your application, stating the relevant reference number as follows:**

For the attention of **Ms. M Molokomme** by email to [Applications02@pprotect.org](mailto:Applications02@pprotect.org)

**CLOSING DATE: 26 January 2024, 16:30**